April 1990

ISD News and Views

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Microcomputer

WordPerfect Updates

WordPerfect Corporation has recently updated both WP 5.0 and 5.1. The current Maintenance Release of WP 5.0 is December 1989 for all program files, February 1990 for Program 1 and 2 disks, and September 1989 for the printer files.

WordPerfect 5.1 has a current release date of January 1990 for program files and printer files of March 1990.

As a reminder, pressing the Help (F3) will display the release date in the upper right corner of the screen. For a copy of the updates, contact Melanie of the Information Center at 444-2973.

WordPerfect Problems

In WP 5.0, while trying print a document you may receive an error message of "Internal Error - Go to continue". WordPerfect Corporation does not have an explanation of this error. The resolution is to regenerate the document (Alt, F5 - Mark Text). Regenerating solves the problem even if the document does not contain Table of Contents, Indexes or References.

This problem pertains only to those people who created macros in WP 4.2, converted them to WP 5.0 and are using them in WP 5.1. This also only applies to the maintenance release of January 1990. The macros will either lock your PC or not work properly. If they are not working right, they will try to repeat a non-printable character at the end of the macro.

Another problem with WP 5.1 is printing document summaries from the List Files. This is a new feature of WP 5.1. If you are in the List Files, mark several files with an asterisk, and press P for print. You can then type S for summary. This will print the document summary of each document. The problem - there is an undocumented limit of 10. If you highlight more then 10 documents, it will only print the first 10.

Both problems have been reported to WP Corporation and the Information Center will publish their findings in an upoming newletter.

Miscellaneous

Displaywriter to PC conversion.

The Information Center has a "Displaywriter to PC" conversion kit available for loan. The Information Center will no longer offer conversion service to state agencies. If you have any questions call Sandi Coyle at 444-3086.

Great Falls Vo-Tech News

The Great Falls Vocational-Technical Center has contracted to become a test site for the Institute for Certification of Computer Professionals (ICCP). This means twice a year the Great Falls Vo-Tech will offer a test to people with 2 years of training or experience. Successful completion of this test can provide certification as a Computer Professional and/or up to 24 credit hours.

The Vo-Tech will participate in the May 1990 examination with approximately 15 Microcomputer Management students taking the Associate Computer Professional test.

Also, the Great Falls Vo-Tech Center is now listed as an Novell Authorized Education Center (NAEC). This status means that the Center can offer training courses officially sanctioned by Novell. This certification requires meeting equipment and facility standards, as well as instructor training/testing.

Training news from the Great Falls Vo-Tech can be found under Miscellaneous Training on page 10.

Recall of HP II P Laser Printer

If you have a HP II P laser printer that seems to run very hot or noisy when feeding paper, it may be on a recall list.

Hewlett-Packard has recalled certain Series II printers due to a power pack problem. If your printer is experiencing either of the above symptoms or others, contact Hewlett-Packard to find out if it has been recalled. The toll-free number is 800-426-2659.

Term Contract

Okidata Printer Contract

The State of Montana now has a Term Contract with Computer Land of Helena for Okidata printers. Contact the Procurement and Printing Division for more information.

Training Information

All classes will be held in Room 25 of the Mitchell Building and there will be a limit of 12 participants per class, unless otherwise announced. Demonstrations (minis) will also be held in Room 25 but the limit will be 20 participants.

The cost of the classes are as follows:

Class Name	Subscriber	Non-Subscriber
Introduction to TSO/SPF	$ 50.00	$ 50.00
Introduction to JCL	200.00	200.00
Introduction to Culprit	150.00	150.00
Culprit Programming for IDMS	100.00	100.00
Personal Services/PC	30.00	30.00
Personal Manager	30.00	30.00
Beginning Microcomputer Skills	50.00	70.00
Fundamentals of DOS	50.00	70.00
Intermediate DOS	50.00	70.00
Introduction to WordPerfect 5.0	75.00	105.00
Advanced WordPerfect 5.0	75.00	105.00
Conversion WordPerfect 4.2 to 5.0	50.00	70.00
Introduction to WordPerfect 5.1	75.00	105.00
Advanced WordPerfect 5.1	75.00	105.00
Conversion of WordPerfect 5.0 to 5.1	30.00	40.00
Introduction to Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Advanced Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Conversion of Lotus 2.01 to 2.2	30.00	40.00
Conversion of Lotus 2.01 to 3.0	30.00	40.00
Spreadsheet Design and Documentation	50.00	70.00
Intro. to Macros for Lotus 123	35.00	45.00
Intermediate Macros for Lotus 123	35.00	45.00
Advanced Macros for Lotus 1-2-3	35.00	45.00
Introduction to Lotus 1-2-3 Databases	100.00	140.00
Micro Database Concepts and Design	50.00	70.00
Beginning R:Base for DOS	100.00	140.00
Intermediate R:Base for DOS	100.00	140.00
PFS:Professional File	50.00	70.00
Freelance	50.00	70.00
Using Novell Network	30.00	40.00
Using the IBM PC-LAN	30.00	40.00
Demonstrations	FREE	FREE

Training Calendar

Data Network Classes

May 7	Personal Services/PC
May 8 pm	Personal Manager
May 15 pm	On-Line Query (OLQ)-MINI

Microcomputer Classes

Apr 23 & 24 am	Introduction to WordPerfect 5.1
Apr 24 pm	Conversion of Lotus 123 Rel. 2.01 to 2.2
Apr 30 & May 1	Introduction to Lotus 1-2-3 Rel. 3.0
May 2 & 3 am	Advanced WordPerfect 5.1
May 3 pm	Conversion of WordPerfect 5.0 to 5.1
May 7 pm	Conversion of Lotus 1-2-3 Rel 2.01 to 2.2
May 8 am	Conversion of Lotus 1-2-3 Rel 2.01 to 3.0
May 9	Beginning Microcomputer Skills
Nay 14 & 15 am	Introduction to WordPerfect 5.0
May 16 & 17 am	Introduction to WordPerfect 5.1
May 18	Fundamentals of DOS
May 29	Micro Database Concepts and Design
May 30, 31 & Jun 1 am	Beginning R:Base for DOS

USING PERSONAL SERVICES/PC (PS/PC): presented by Melanie Coughlin or Wendy Wheeler of the Information Center

DATE:	May 7, 1990
TIME:	8:30 am to 11:30 am
PREREQUISITE:	Beginning Microcomputer Skills and experience with WordPerfect

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Melanie Coughlin or Wendy Wheeler of the Information Center

DATE:	May 8, 1990
TIME:	1:00 pm to 4:00 pm
PREREQUISITE:	Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center or the Computer School

DATE: May 9, 1990
TIME: 8:15 am to 4:30 pm
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

The machine   The operating system
Word processing   Spreadsheets and graphics
File management   Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

Word Processing Classes

CONVERSION OF WORDPERFECT 5.0 TO 5.1: presented by Melanie Coughlin of the Information Center.

DATE: May 3, 1990
TIME: 1:00 pm to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for those people with previous experience in WordPerfect 5.0 and are facing WordPerfect 5.1. The class is a hands-on experimenting with the brand new features implemented into the new version and the features that have changed.

INTRODUCTION TO WORDPERFECT 5.1: presented by the staff of the Information Center or the Computer School

DATE:	April 23 and 24, 1990
TIME:	8:30 am to 3:30 pm <u>first day</u>
	8:30 am to 12:00 noon <u>second day</u>
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for those users new to WordPerfect 5.1. No prior experience with WordPerfect is necessary. This class will lead participants from the basics (creating, editing and printing. Progressively advanced features (formatting, spell check, block functions and others) will also be covered.

ADVANCED WORDPERFECT 5.1: presented by the staff of the Information Center or the Computer School

DATE:	May 2 and 3, 1990
TIME:	8:30 am to 3:30 pm <u>first day</u>
	8:30 am to 12:00 noon <u>second day</u>
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to WordPerfect 5.1

This class is geared for the people who are proficient in the basics of WordPerfect 5.1. Topics include footnotes, text columns, sorting, style sheets, master documents, keyboard layout and graphics. Some of the new features will also be covered such as tables, advanced merging and labels.

Spreadsheet Classes

CONVERSION FROM LOTUS 2.01 TO 2.2: presented by the staff of the Information Center

DATE:	April 24 and May 7, 1990
TIME:	1:00 pm to 4:30 pm
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to Lotus 1-2-3 Rel. 2.01

This class is designed for anyone upgrading from 2.01 to 2.2. Emphasis will be placed on new features of 2.2 worksheets such as:

- referencing data from separate worksheet files
- UNDO feature
- search/replace of formulas or data
- set or reset width of range of columns
- auto creation of backup files

Also covered will be some new graphic enhancements such as:

- legends wrapping to 2 or more lines
- staggering X axis labels
- grouping data (Quick Graph, Multiple graph legends and data labels)

Along with the above, spreadsheet printing using the new Allways Add-In package will be experimented with. Class consists of demonstrations and hands-on practice.

CONVERSION FROM LOTUS 2.01 TO 3.0: presented by the staff of the Information Center

DATE:	May 8, 1990
TIME:	8:30 am to 12:00 noon on May 8
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to Lotus 1-2-3 Release 2.01

This course is designed for anyone upgrading from 2.01 to 3.0. Emphasis will be placed on new features of 3.0. Some of the features included will be:

- 3-D spreadsheets (up to 256 spreadsheets in same file)
- Connecting spreadsheets with formulas
- Using multiple files at same time (up to 256 spreadsheets)
- Window graphing
- Printing graphs directly from spreadsheet

Class consists of demonstrations and hands-on practice.

INTRODUCTION TO LOTUS 1-2-3 RELEASE 3.0: presented by the staff of the Information Center or the Computer School

DATE:	April 30 and May 1, 1990
TIME:	8:30 am to 4:30 pm each day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience. This class will cover design, creation, printing and editing of 1-2-3 Release 3.0's 3-dimensional spreadsheets. Connecting these spreadsheets with use of formulas will also be included. Also, several graphic features, use of multiple spreadsheets within a single file and ability to have multiple files open at the same time will be incorporated.

Class will consist of instructions and hands-on practice with available lab time to build spreadsheets of participant's choosing.

Database Classes

MICRO DATABASE CONCEPTS AND DESIGN: presented by Jane Black Eagle of the Information Center

DATE:	May 29, 1990
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed to give participants a primary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by the Information Center.

BEGINNING R:BASE FOR DOS: presented by Jane Black Eagle or Jeff Holm of the Information Center

DATE:	May 30, 31 & June 1, 1990
TIME:	8:30 am to 4:30 pm first two days
	8:30 am to 12:00 noon third day
PREREQUISITE:	Beginning Microcomputer Skills and Micro Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:Base System V. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

Free Training

ON-LINE QUERY (OLQ): presented by Jane Black Eagle of the Information Center

DATE: May 15 1990
TIME: 1:00 pm to 4:00 pm
PREREQUISITE: Some knowledge of the structure of an IDMS database is recommended.

Here's a free class on an easy-to-use utility for accessing data from an IDMS database. OLQ can be used to display or print reports quickly and easily. Reports may be simple or complex, with selection criteria, sorting, control breaks, totalling, etc. It is an overlooked utility that can be useful for both programmers and end users. This class will cover the menu-driven mode of OLQ.

Miscellaneous Training

The following is a list of microcomputer classes being offered by the Great Falls Vo-Tech Center. Each is a one week class with times specified.

The following classes will be held from 4:00 pm to 7:pm, Monday through Friday.

Date	Class Code	Class Title
4/23	S121	Beginning Micro Word Processing (WordPerfect)
4/30	S105	Beginning Spreadsheets (Lotus 1-2-3)
5/7	S210	Advanced Spreadsheets (Lotus 1-2-3)
5/14	S110	Business Graphics
5/21	S320	DeskTop Publishing Using WordPerfect

The next set of classes will be held from 7:00 pm to 10:00 pm, Monday through Friday.

Date	Class Code	Class Title
4/23	S135	Disk Operating System
4/30	S121	Beginning Micro Word Processing (WordPerfect)
5/7	S115	Introduction to Computers
5/14	S220	Intermediate Word Processing (WordPerfect)
5/21	S120	Beginning Data Base (dBase III+)
6/4	S145	Enable (Integrated Software)

Tuition fee will be $50.00 per class and a First-Time Applicaton Fee of $10.00. All classes will be held in Room 203 at Vo-Tech Center at 2100 16th Avenue South.

If you would like to register for any of these classes, contact Nancy Peterson of the Great Falls Vo-Tech Center. The Vo-Tech's phone number is 771-7140 or 800-446-2698.

Students born after December 31, 1956 must show proof of having been immunized against measles and rubella on or after their first birthday and after December 31, 1967.

The May and June classes will be announced in the next *News & Views* as a reminder.

ISD CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION **IN FULL** AND RETURN IT TO THE INFORMATION CENTER BUREAU **PRIOR** TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.

_____

_____

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

DEPARTMENT OF ADMINISTRATION
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